



The EPA Portal Management Team is embarking on a pilot effort to improve the consistency and usability of the EPA Portal's navigation structure. As part of the pilot, the navigation on the **My Page** and **Employee Page** has been altered from the current left navigator layout to a top menu (horizontal) navigation. You are encouraged to provide input on this navigation design by sending an email before January 1, 2009 to portal@epa.gov and including "Input on New Look and Feel" in the subject line.

When logging into the Portal, the **My Page** will open showing the new horizontal navigation as depicted in Figures 1 and 2. The navigational menu displayed will be different depending on your user type (e.g. EPA Employee or External Affiliate). All users will see a menu for the *My Page*, *Search*, *My Communities*, *Collaboration*, *Workspaces* and *Web Conferencing*. However, only EPA Employees will see the *Employees* link.

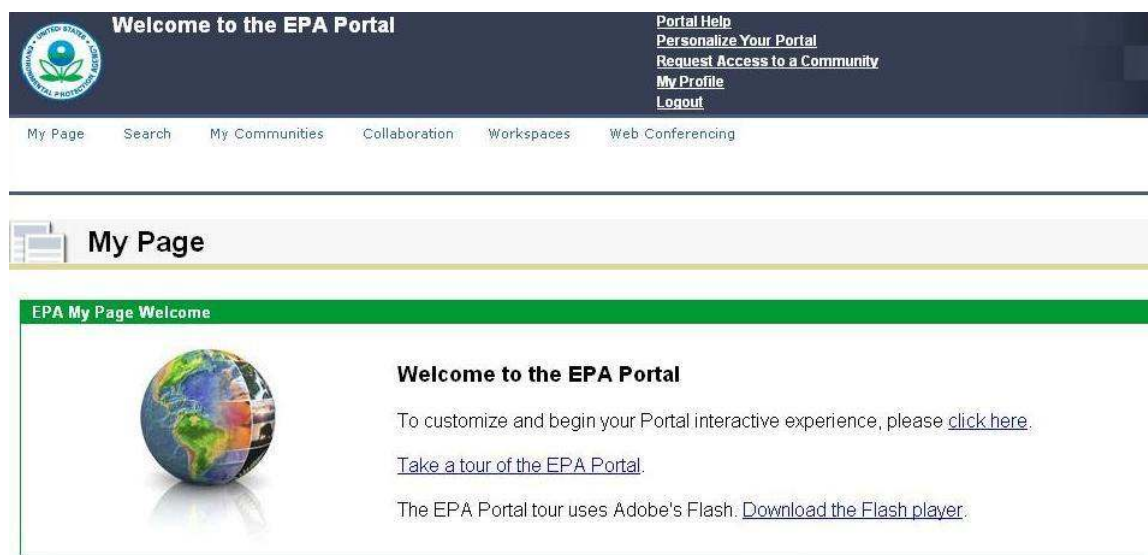


Figure 1 - External Affiliate Navigation



Figure 2 – EPA Employee Navigation



You can view any sub pages beneath one of the main menu items by hovering your mouse over a menu heading and a drop down menu will be displayed. For example, when you hover over the Collaboration menu, the **Team Resources** and **Reference Library** pages will be displayed (see Figure 3).

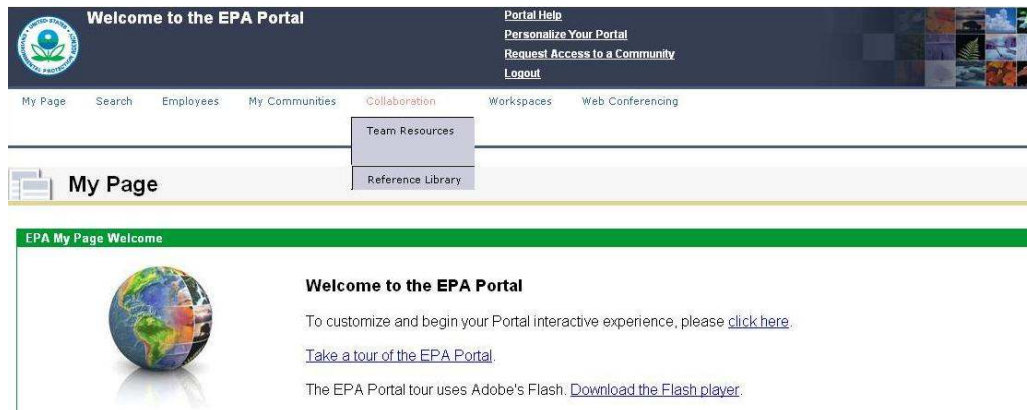


Figure 3 - Collaboration Menu

Where Can I Find My Communities?

To access the communities of which you are a member, simply click on the *My Communities* menu and click the page the community you would like to access.

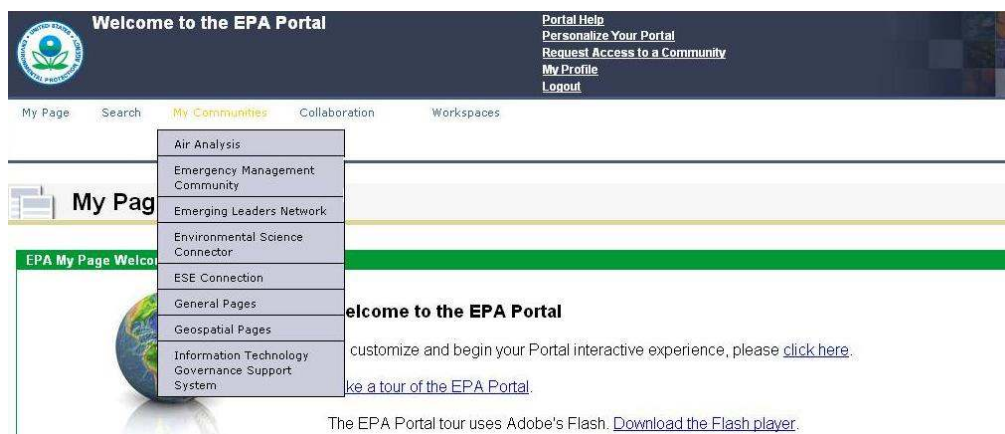


Figure 4 - My Communities Menu

If a Community has multiple pages, they will be visible to the right of the Community name when you hover over then name with your mouse.



Additional Portal Navigation

Additional Portal navigation such as *Portal Help*, *Personalize Your Portal*, and *Request Access to a Community* are now located on the top, blue header.

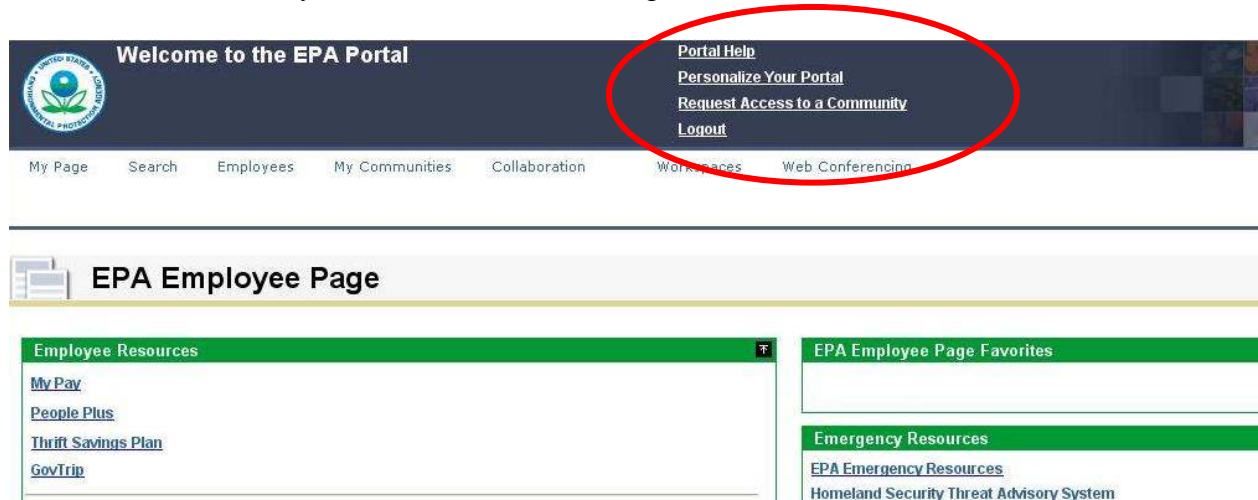


Figure 5 – Additional Navigation

Submit Feedback

Input from users is very important in ensuring that we design a navigation structure that is intuitive and facilitates your ability to find the information you seek within the Portal. You are encouraged to provide input on this navigation design by sending an email before January 1, 2009 to portal@epa.gov and including "Input on New Look and Feel" in the subject line.

Who to Contact for Help

For questions, concerns, or assistance in using the Portal, contact the EPA Customer Call Center at 1-866-411-4EPA or epacallcenter@epa.gov. If you have suggestions or general concerns regarding the EPA Portal, contact Terry Grady at grady.terry@epa.gov or, for access questions, contact Maja Lee at lee.maja@epa.gov.